

RG 104, 8NS-104-94-077  
Box 3

8NS-104-94-077, Miscellaneous  
Correspondence & Memos, 1897-1994

Organizational Chart, Prior to 1950



SUPERINTENDENT.  
Private Secretary 1800

CHIEF CLERK.  
Assistant 2300  
Clerk-Stenographer 1620

COINING DEPARTMENT.

Superintendent.  
Clerk 2400

PRESS ROOM

Foreman 7.95  
Die Setters (2) 6.00  
Skilled Workman 6.15  
Helper 5.55  
Helpers-Emerg (7) 5.00

ROLLING ROOM.

Foreman 7.00  
Assistant Foreman 6.50  
Helpers (2) 5.55  
Helpers-Emerg (11) 5.00

WHITENING & ANNEALING  
ROOM.

Foreman 7.00  
Assistant Foreman 6.50  
Helper-Emerg. 5.00

WEIGHING & ADJUSTING  
ROOM.

Foreman 7.00  
Helpers-Emerg (3) 5.00

MINTING & REFINING  
DEPARTMENT.

Superintendent  
OK 2500  
OK 1920  
Hper 5.55

MAKEUP DIVISION.

Her-Emerg 5.00

GOT MELTING  
DIVISION.

Feman 7.65  
Hers-Emerg (16) 5.00

FINERY DIVISION

Foman 2600  
Skid Workman 6.65  
Hfers (4) <sup>avg</sup> 5.41  
Hfers-Emerg (5) 5.00  
Hfers (2) 6.15  
Hfer (Melter) 6.15

REFINERY MELTING  
ROOM

Foreman 7.65  
Hfers-Emerg (4) 5.00

ASSAY DEPARTMENT.

Assayer.  
Assistant Assayer 3200

WEIGHING DIVISION.

Junior Assayers (5) <sup>avg</sup> 6.60

CUPEL FURNACE  
ROOM.

Foreman 7.00  
Helper-Emerg 5.00

LABORATORY.

Junior Assayer. (Vacant)

GENERAL DEPARTMENT.

(Chief Clerk)

CASHIER'S DIVISION

Cashier 3100  
Assistant Cashier 2600  
Warrant Clerk. 1800  
Calculating Clerk. 1620

BOOKKEEPING DIVISION.

Bookkeeper. 2600  
Calculating Clerk-Emerg 1800  
Abstract Clerk. 1500  
Helper-Emerg. 500

LICENSE & FILES  
DIVISION.

Stenographer-Typist 1440  
Helper-Emerg. 500

DEPOSIT RECEIVING  
ROOM.

Weigh Clerk. 2500  
Clerk. 1620  
Helper. 500  
Helper-Emerg. 500

DEPOSIT MELTING  
ROOM.

Foreman 7.65  
Melters. (3) 6.15

CUSTODIAL DIVISION.

Captain of the Guard 1800  
Doorkeeper 1560  
Guards- Regular (6) 1680  
Guards-Emerg (18) 1680  
Telephone Operator 1500

OPERATING & MAINTENANCE.

Superintendent of  
Machinery & Building

Scale Repairer 7.95  
Asst Scale Repairer-Emerg. 5.00  
Die, Gage & Tool Makers (2) <sup>avg</sup> 6.25  
Electrical Machinists (3) 6.00  
Skilled Workmen (2) 6.15  
Fireman. 6.15  
Blacksmith. 6.00  
Mechanic-Carpenter. 7.00  
Classified Laborer. 5.55  
Helpers (2) 5.55  
Helpers-Emerg (13) <sup>avg</sup> 5.08  
Lead Burner 6.00  
Skilled Laborer. 5.55  
Sheet Metal Worker-Emerg. 5.50  
Storekeeper 1380  
Checking Clerk-Emerg 5.50  
Elevator Operator 1380  
Laborer. Head Janitor. 5.15  
Laborers. Janitors. (3) <sup>avg</sup> 4.48  
Laborer-Janitor-Emerg. 4.25

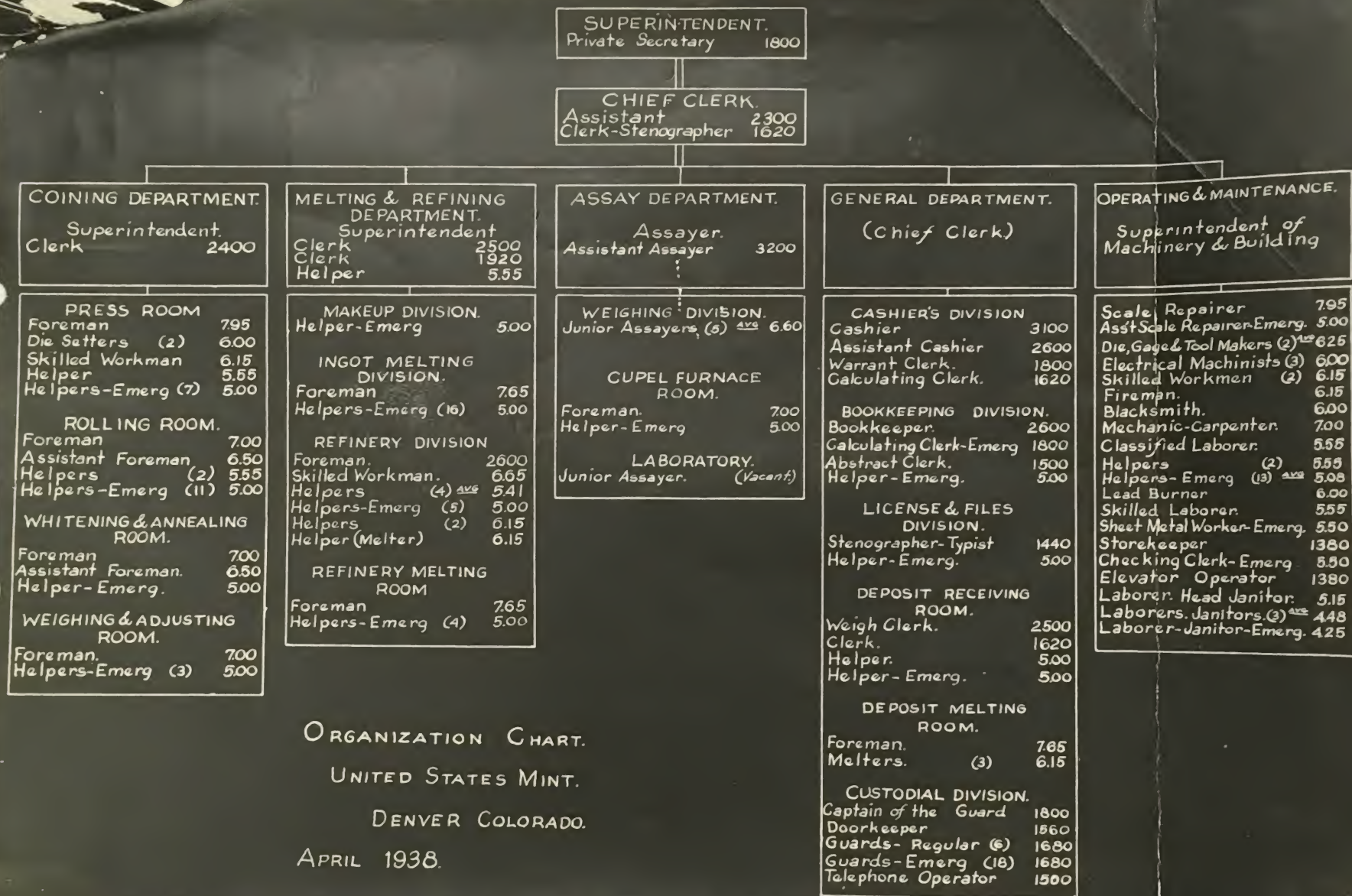
ORGANIZATION CHART.

UNITED STATES MINT.

DENVER COLORADO.

APR 1938.





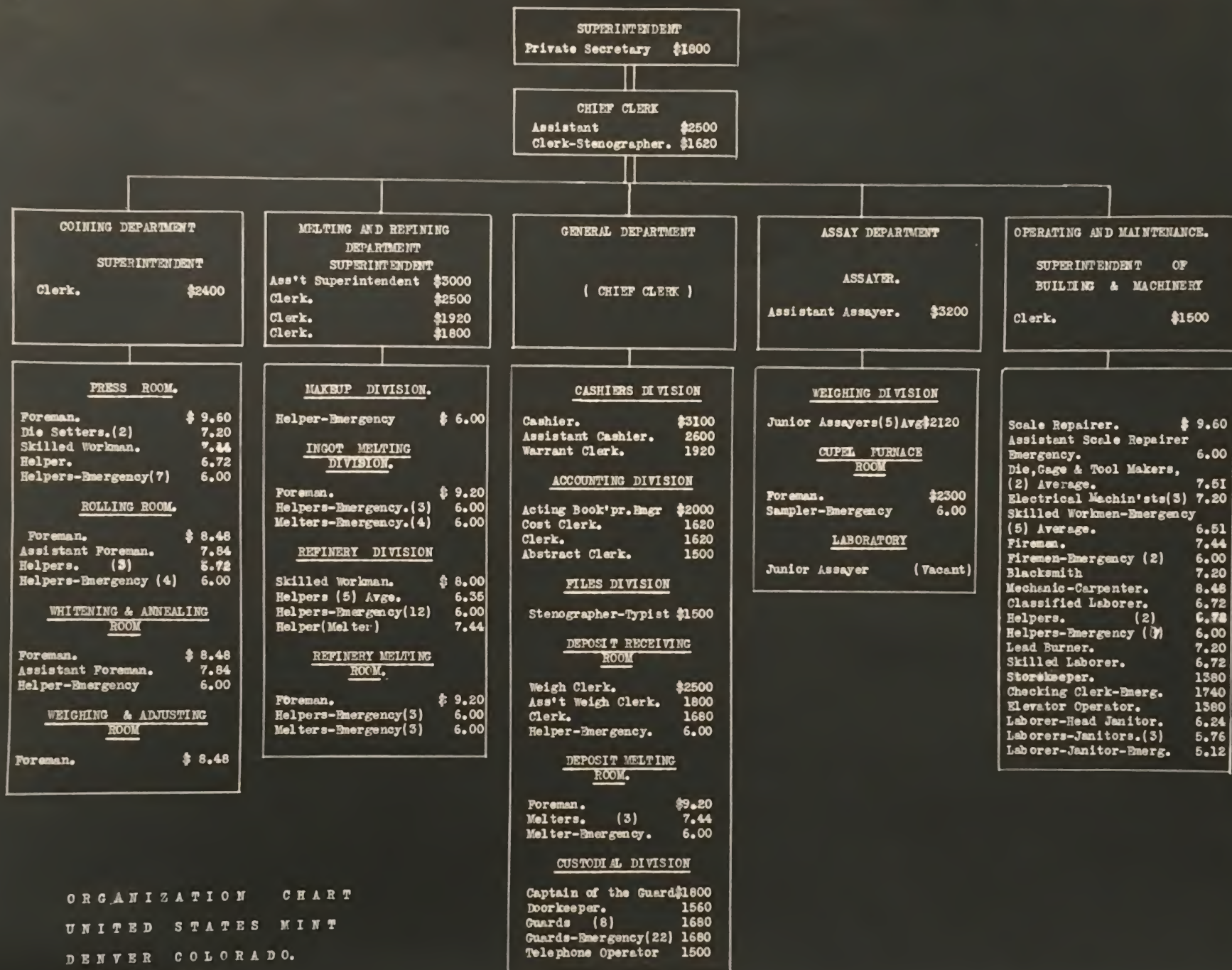
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MAY - 4 1988

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1815-17th ST. - DENVER - COOPER BLDG.  
QUOTIFIED ON REQUEST





ORGANIZATION CHART  
UNITED STATES MINT  
DENVER COLORADO.  
APRIL 1939

[illegible]



SUPERINTENDENT.  
 Private Secretary. \$1800.00  
 CHIEF CLERK.  
 Assistant. \$2500.00  
 Clerk-Stenographer. \$1620.00

COINING DEPARTMENT.

Superintendent  
 Clerk. \$2400.00

PRESS ROOM  
 Ass't Supt.C.D. \$2600.00  
 Die Setters (2) 7.20  
 Sk.Workman. 7.44  
 Helper 6.72  
 Helpers. Eng. (7) 6.00

ROLLING ROOM.  
 Foreman. 8.48  
 Asst Foreman. 7.84  
 Helpers. (3) 7.44  
 Helpers.Eng.(3) 6.00

WHITENING AND  
 ANNEALING ROOM.  
 Foreman. 8.48  
 Asst Foreman. 7.48  
 Helper. Eng. 6.00

WEIGHING & ADJ  
 ROOM.  
 Foreman. 8.48

MELTING & REFINING DEPARTMENT.

Superintendent  
 Clerk. \$2500.00  
 Clerk. 1920.00  
 Clerk. 1800.00  
 Ass't Superintendent. 3000.00

MAKE-UP DIVISION.  
 Helper.Eng. 6.00

INGOT MELTING  
 DIVISION.  
 Foreman. 9.20  
 Helpers.Eng. (3) 6.00  
 Melters.Eng. (4) 6.48

REFINERY DIVISION  
 Skilled Workman. 8.00  
 Skilled Workman. 7.84  
 Helpers. (5) Avge. 6.57  
 Helpers.Eng.(11) 6.00  
 Helper.Melter. 7.44

REFINERY MELTING  
 ROOM.  
 Foreman. 9.20  
 Helpers.Eng.(3) 6.76  
 Melters.Eng. (3) 6.48

ASSAY DEPARTMENT.

Assayer.  
 Assistant Assayer. \$3200.00

WEIGHING DIVISION.  
 Junior Assayers (5) 2200.00  
 (Avg)

CUPEL FURNACE ROOM  
 Foreman. 2300.00  
 Sampler. Eng. 6.00

LABORATORY.

GENERAL DEPARTMENT.

Chief Clerk.

CASHIERS DIVISION

Cashier. \$3100.00  
 Asst Cashier. 2600.00  
 Warrant Clerk. 1920.00

ACCOUNTING DIVISION

Actg.Ekk'pr.Eng. 2000.00  
 Cost Clerk. 1620.00  
 Clerk. 1620.00  
 Abstract Clk. 1560.00

FILES DIVISION

Steno-Typist. 1500.00

DEPOSIT RECEIVING  
 ROOM.

Weigh Clerk. 2500.00  
 Asst Weigh Clk. 1800.00  
 Clerk. 1680.00  
 Helper. Eng. 6.00

DEPOSIT MELTING  
 ROOM.

Foreman. 9.20  
 Melters. (3) 7.44  
 Melter. Eng. 6.48

CUSTODIAN DIV.

Capt of Guard. 1800.00  
 Doorkeeper. 1560.00  
 Guards.Reg.(8) 1680.00  
 Guards.Eng (21) 1680.00  
 Telephone Op. 1500.00

OPERATING & MAINTENANCE DEPT.

Superintendent of  
 Building & Machinery.  
 Clerk. \$1560.00

Scale Repairer. 9.60  
 Ass't Sc.Rep.Eng. 6.00  
 Die,Cage,Makers.(2) 7.51  
 (Avg)  
 Electrical Machs.(3) 7.20  
 Sk.Workmen.(5) Avg. 6.54  
 Fireman. 7.44  
 Firemen.(2) Eng. { 6.72  
 { 6.00 6.00  
 Blacksmith. 7.20  
 Carpenter. 7.28  
 Classified Laborer. 6.72  
 Helpers (2) (3) 6.72  
 Helpers Eng.(4) 6.00  
 Lead Burner. 7.20  
 Skilled Laborer. 6.72  
 Storekeeper. 1380.00  
 Checking Clerk.Eng. 1740.00  
 Elevator Operator. 1380.00  
 Laborer.Head Jan. 6.24  
 Laborers.Jan.(4) 5.76  
 Sk.Workman 7.44

Up to Date  
 Dec 31-1939

Wells-  
 Kellogg.  
 Reggs-  
 Young-Benton  
 Carr  
 Blanchard  
 (Miller-Walker-Dough-Murphy)  
 (Ramsdell-McClaghton-Kearney)

Freuning  
 St. Peters  
 Mason-Parker-McCarthy  
 Calah-Cross-Patrick

Tucker  
 Goff  
 Burkman

Guthrie

26

51  
 36  
 40  
 9  
 49  
 39  
 168

Wagon  
 St. John  
 Arnold  
 Woodrow  
 Barstow

Maloney  
 Donahue

Michael  
 Snyder  
 Paulson

Rain  
 Heber  
 Owen  
 Kierker

Bashford  
 Perice

Brumley  
 (Patterson)  
 Almsal  
 Kilpin  
 Bucher  
 Denton

Freilinger  
 Jay  
 Wessy  
 McCalla  
 McFadden  
 Cheel  
 Pabian  
 Porter  
 Reynolds  
 Ritzer  
 Rutgers

40

Welsh  
 Burns-Hugent-Isler  
 Anderson-Churcho-McGinn

Shinner  
 Lewis  
 Reddish  
 Monahan  
 Groat

La Follette  
 Hall

Alster  
 Judge  
 Merrill  
 Skinner  
 Wray

Ryan  
 Shumate

9

Phillips  
 Krueger  
 Philippen

McLaughlin  
 Nestor  
 Strawn  
 Eakin

Gibson

Spencer  
 McEnnis  
 Shick  
 Parry

Stoddard  
 Eggert-Clark-Brenton  
 Johnson

Rehuf.  
 Welch  
 29 Guards

McKean

49

White  
 Sanderson

Jameson  
 Rhoads  
 Rudolph-Rasmussen  
 Looy-Elade-Musick

Benham  
 Norton  
 Rathoff  
 Rooney  
 Haglund

Burris  
 Nelson-Kroninger  
 Hechman  
 Candy  
 Zavis

Kriegel-Schrock  
 left

Darner  
 Morley  
 W. Gles.  
 Rushin  
 Weale

Stommel  
 Zahr

Taylor  
 Almon  
 Ashrie

Reynolds  
 Taylor-Williams  
 Harris-Canton  
 Kennedy  
 9



SUPERINTENDENT  
Private Secretary \$1800

CHIEF CLERK  
Assistant \$2500  
Clerk-Stenographer. \$1620

COINING DEPARTMENT

SUPERINTENDENT

Clerk. \$2400

MELTING AND REFINING DEPARTMENT

SUPERINTENDENT

Ass't Superintendent \$3000  
Clerk. \$2500  
Clerk. \$1920  
Clerk. \$1800

GENERAL DEPARTMENT

( CHIEF CLERK )

ASSAY DEPARTMENT

ASSAYER.

Assistant Assayer. \$3200

OPERATING AND MAINTENANCE.

SUPERINTENDENT OF BUILDING & MACHINERY

Clerk. \$1500

PRESS ROOM.

Foreman. \$ 9.60  
Die Setters.(2) 7.20  
Skilled Workman. 7.44  
Helper. 6.72  
Helpers-Emergency(7) 6.00

ROLLING ROOM.

Foreman. \$ 8.48  
Assistant Foreman. 7.84  
Helpers. (3) 6.72  
Helpers-Emergency (4) 6.00

WHITENING & ANNEALING ROOM

Foreman. \$ 8.48  
Assistant Foreman. 7.84  
Helper-Emergency 6.00

WEIGHING & ADJUSTING ROOM

Foreman. \$ 8.48

MAKEUP DIVISION.

Helper-Emergency \$ 6.00

INGOT MELTING DIVISION.

Foreman. \$ 9.20  
Helpers-Emergency.(3) 6.00  
Melters-Emergency.(4) 6.00

REFINERY DIVISION

Skilled Workman. \$ 8.00  
Helpers (5) Ave. 6.35  
Helpers-Emergency(12) 6.00  
Helper(Melter) 7.44

REFINERY MELTING ROOM.

Foreman. \$ 9.20  
Helpers-Emergency(3) 6.00  
Melters-Emergency(3) 6.00

CASHIERS DIVISION

Cashier. \$3100  
Assistant Cashier. 2500  
Warrant Clerk. 1920

ACCOUNTING DIVISION

Acting Book'pr. Mgr \$2000  
Cost Clerk. 1620  
Clerk. 1620  
Abstract Clerk. 1500

FILES DIVISION

Stenographer-Typist \$1500

DEPOSIT RECEIVING ROOM

Weigh Clerk. \$2500  
Ass't Weigh Clerk. 1800  
Clerk. 1680  
Helper-Emergency. 6.00

DEPOSIT MELTING ROOM.

Foreman. \$9.20  
Melters. (3) 7.44  
Melter-Emergency. 6.00

CUSTODIAL DIVISION

Captain of the Guard \$1800  
Doorkeeper. 1560  
Guards (8) 1680  
Guards-Emergency(22) 1680  
Telephone Operator 1500

WEIGHING DIVISION

Junior Assayers(5) Avg \$2120

CUPEL FURNACE ROOM

Foreman. \$2300  
Sampler-Emergency 6.00

LABORATORY

Junior Assayer (Vacant)

Scale Repairer. \$ 9.60  
Assistant Scale Repairer  
Emergency. 6.00  
Die, Cane & Tool Makers,  
(2) Average. 7.51  
Electrical Machin'sts(3) 7.20  
Skilled Workmen-Emergency  
(5) Average. 6.61  
Fireman. 7.44  
Firemen-Emergency (2) 6.00  
Blacksmith 7.20  
Mechanic-Carpenter. 8.48  
Classified Laborer. 6.72  
Helpers. (2) 6.72  
Helpers-Emergency (3) 6.00  
Lead Burner. 7.20  
Skilled Laborer. 6.72  
Storekeeper. 1380  
Checking Clerk-Emerg. 1740  
Elevator Operator. 1380  
Laborer-Head Janitor. 6.24  
Laborers-Janitors.(3) 5.76  
Laborer-Janitor-Emerg. 5.12

ORGANIZATION CHART  
UNITED STATES MINT  
DENVER COLORADO.  
APRIL 1939



FUNCTIONAL CHART  
UNITED STATES MINT  
DENVER, COLORADO  
APRIL 1939

SUPERINTENDENT.

Actively supervises all activities. Exercises particular close supervision over guard force and over the handling and treatment of sweeps. Approves and signs all outgoing letters.

CHIEF CLERK.

Supervises activities of General Dept., and acts for the Superintendent in his absence. Personnel, time, payroll and license records are kept. General correspondence handled. Supplies purchased and expenses budgeted.

COINING DEPARTMENT.

Performs all operations in the manufacture of coin, from the rolling of ingots to the delivery of coin to the Cashier.

MELTING & REFINING DEPT.

Manufactures coinage ingots and gold bars; melts uncurrent coin; refines metals contained in bullion deposits.

GENERAL DEPARTMENT.

Receives, melts, calculates value and makes payment for deposits. Handles purchasing, and accounting, statistics and records. Controls coin vaults.

ASSAY DEPARTMENT.

Performs all assaying for the institution.

OPERATING AND MAINTENANCE DEPARTMENT.

Operates, maintains and repairs building and grounds. Repairs and services all machinery and equipment.

OFFICE

Supervises work of department, keeps records and does general clerical work.

OFFICE

Supervises operations. Keeps records of metal & bullion on hand and passing through the various operations and does general clerical work of the department.

OFFICE

Supervises operations. Keeps record of bullion and metal on hand and passing through various operations; calculates content of metals in deposits, melts, bars and ingots. Performs general clerical work of the department.

CASHIERS DIVISION

Calculates, makes payment and keeps statistical record of deposits. Ships coin and has custody of coin in vaults. Writes letters and reports. Schedules collections.

OFFICE

Supervises work of department. Calculates, posts records and makes reports, and handles correspondence for the department.

SCALE REPAIR SHOP.

Designs, builds and repairs balances and scales. Makes and adjusts weights; makes all machine parts; adjusts guns and adding machines.

MACHINE SHOP.

Repairs all machinery and rebuilds it when necessary.

PRESS ROOM.

Mills (Upsets), stamps, reviews and selects, counts and sacks coin. Handles weighing between all operations of the department.

MAKE-UP DIVISION

Assembles metals in proper proportion for ingots and anodes. Receives clippings, blanks, etc., uncurrent coin for melting, refined metals from the refinery and deposits from the deposit receiving room.

ACCOUNTING DIVISION

Keeps general bookkeeping accounts, cost records and abstracts. Calculates value of deposit to witnesses transfer of bullion, metal and coin between departments. Schedules vouchers for payment.

WEIGHING DIVISION

Operates assay balances and keeps working records. Handles sampling. Prepares and cares for samples. Manufactures sheet lead, and silver and copper discs for use in assaying.

ELECTRIC SHOP.

Installs, repairs and cleans electric motors, electric wiring, and electric apparatus, including protective alarm system and switchboard.

POWER PLANT.

Operates and cares for gas fired steam boilers, heating and pumping machinery, elevators and blower apparatus.

ROLLING ROOM

Coinage ingots received from M & R Department are rolled into strips of required thickness for the various coins. Coin blanks are then cut out by punching machines.

INGOT MELTING DIVISION

Melts metals received from make-up division into ingots or bars. Ingots are cleaned, topped, rough edges filed or ground. The number of the melt is then stamped on the ingots.

FILES DIVISION

Files correspondence, affidavits etc. Performs miscellaneous stenographic, typewriting and clerical work.

CUPEL FURNACE ROOM.

Operates cupel and annealing furnaces, Cornet rolls and parting process. Manufactures cupels.

BLACKSMITH SHOP.

Makes forgings of machine parts, dresses and sharpens tools. Welds and repairs.

CARPENTER SHOP.

Builds and repairs equipment, makes repairs to and upholsters furniture. Makes patterns for machines.

WHITENING AND ANNEALING ROOM.

Coin blanks are annealed in furnace, washed in solutions and then run through centrifugal dryer.

REFINERY DIVISION.

Receives gold and silver anodes from refinery melting room and performs all refinery operations.

DEPOSIT RECEIVING ROOM.

Receives and records deposits, determines their acceptability. Corresponds with depositors. Receives re-deposits and returns for assay. Transfers bullion to M & R Department.

LABORATORY

Makes humid assays, nickel, bronze and special assays. Samples and assays sweeps, makes commercial ore assays, and does experimental work.

DEPOSIT MELTING ROOM.

Records, melts, treats, cleans, numbers, and makes grain recoveries from deposits, and then returns them to the receiving room.

GENERAL WELDER.

Welds, stores and ships coin, material and equipment. Paint and care for building and grounds. Do other work as assigned.

LEAD BURNER & SHEET METAL SHOP.

Does all sheet lead work and acetylene welding.

STORE ROOM.

Receives, issues and keeps records of materials and supplies. Receives equipment and other incoming shipments.

ELEVATOR OPERATOR.

Operates elevators carrying passengers and small freight.

WEIGHING & ADJUSTING ROOM.

Tests coin blanks with automatic weighing machines to make sure coins will be within limits of tolerance. Reviews uncurrent coin. Multigraphs forms.

REFINERY MELTING ROOM.

Anode melts received from make-up division are melted & cast into proper shape for refinery cells. Refined gold & silver are cast into bars. Melts slimes and other materials recovered from cleaning up refinery.

CUSTODIAL DIVISION

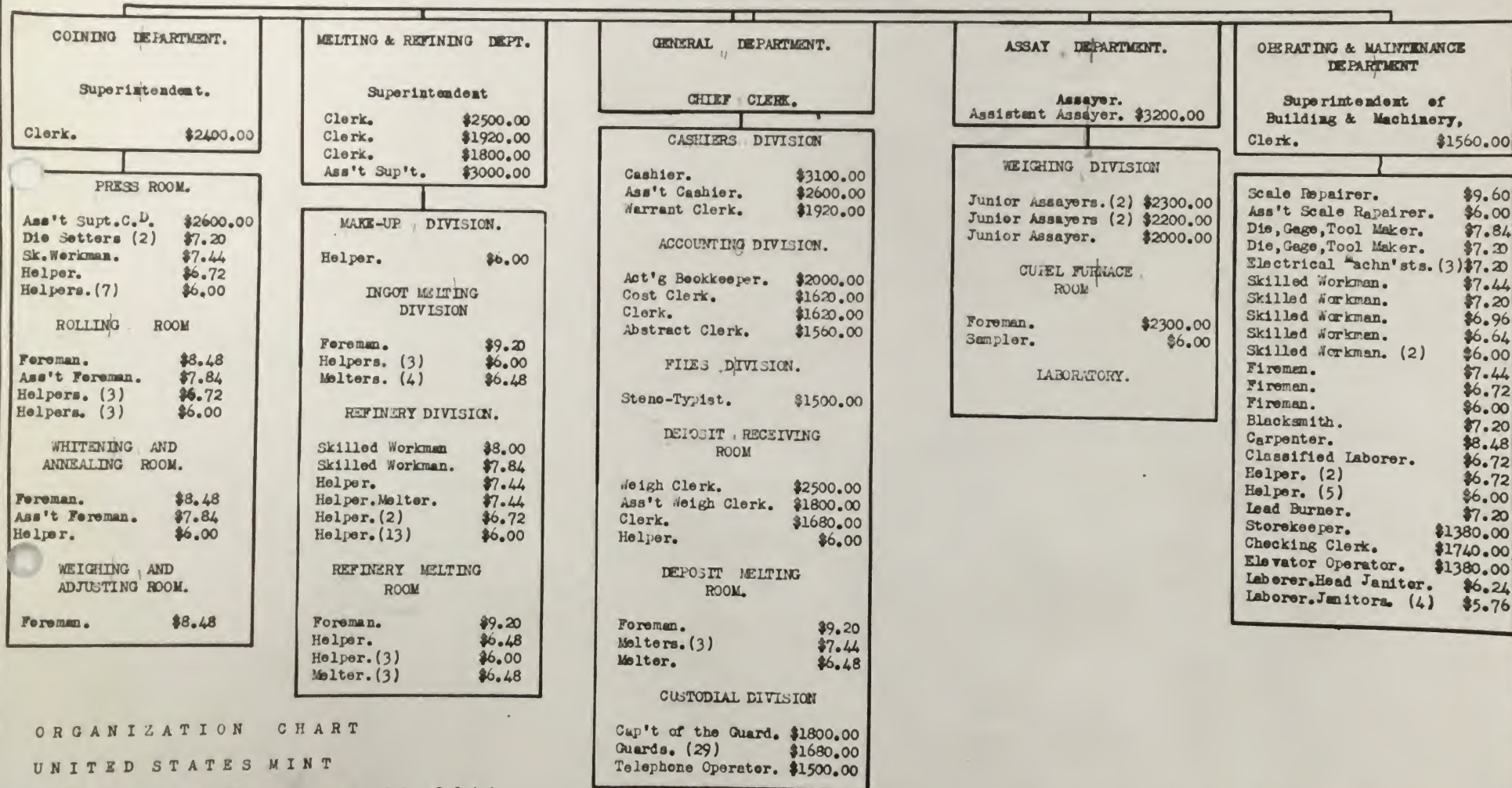
Patrols building and grounds, operates radio and protective devices; records arrivals and departures. Receives and conducts visitors. Handles switch board.

JANITORS.

Clean building and walks. Remove snow etc.

SUPERINTENDENT.  
Private Secretary. \$1800.00

CHIEF CLERK.  
Assistant Chief Clerk. \$2500.00  
Clerk-Stenographer. \$1620.00



ORGANIZATION CHART

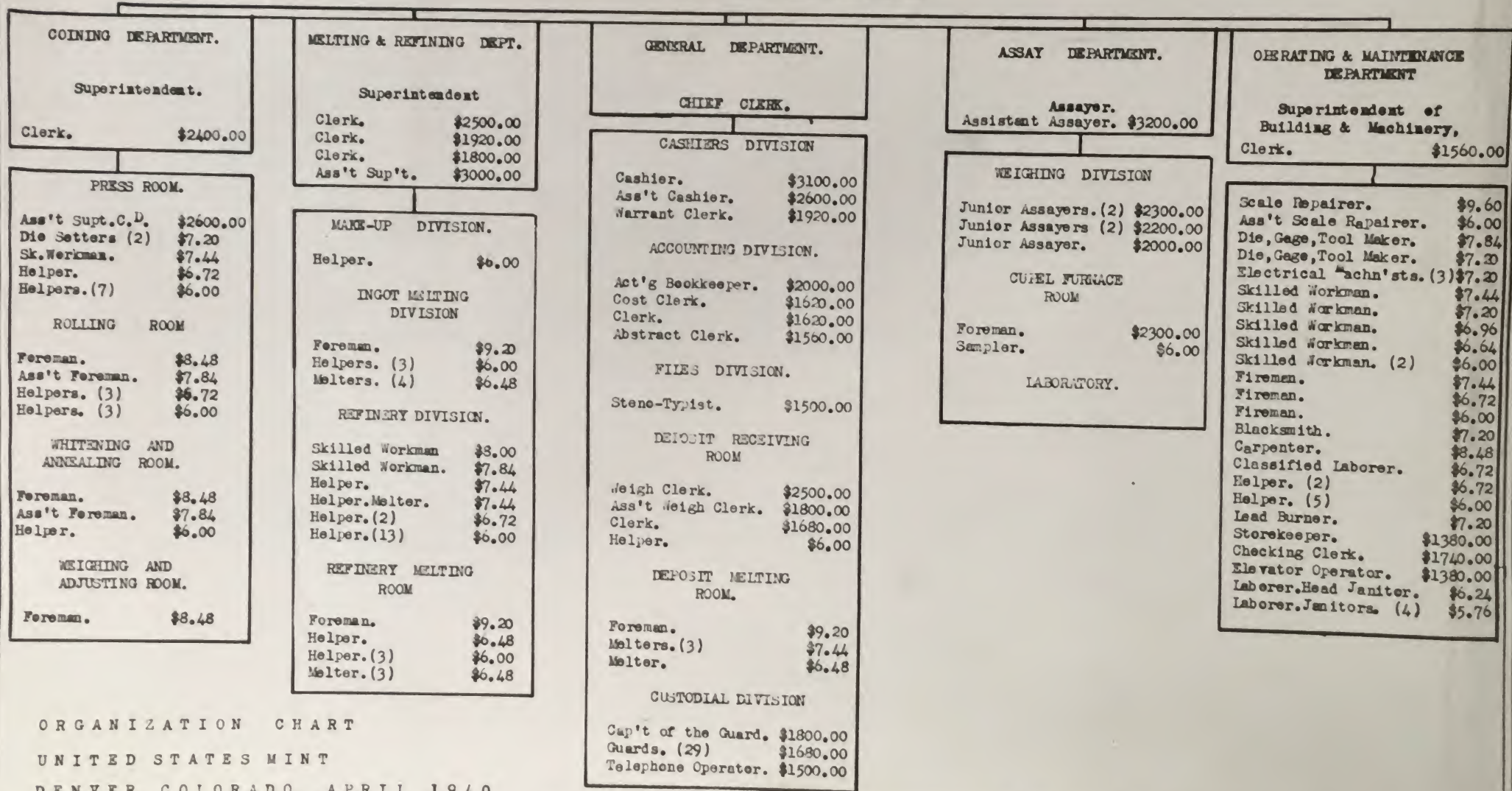
UNITED STATES MINT

DENVER COLORADO. APRIL 1940



SUPERINTENDENT.  
Private Secretary. \$1800.00

CHIEF CLERK.  
Assistant Chief Clerk. \$2500.00  
Clerk-Stenographer. \$1620.00



ORGANIZATION CHART

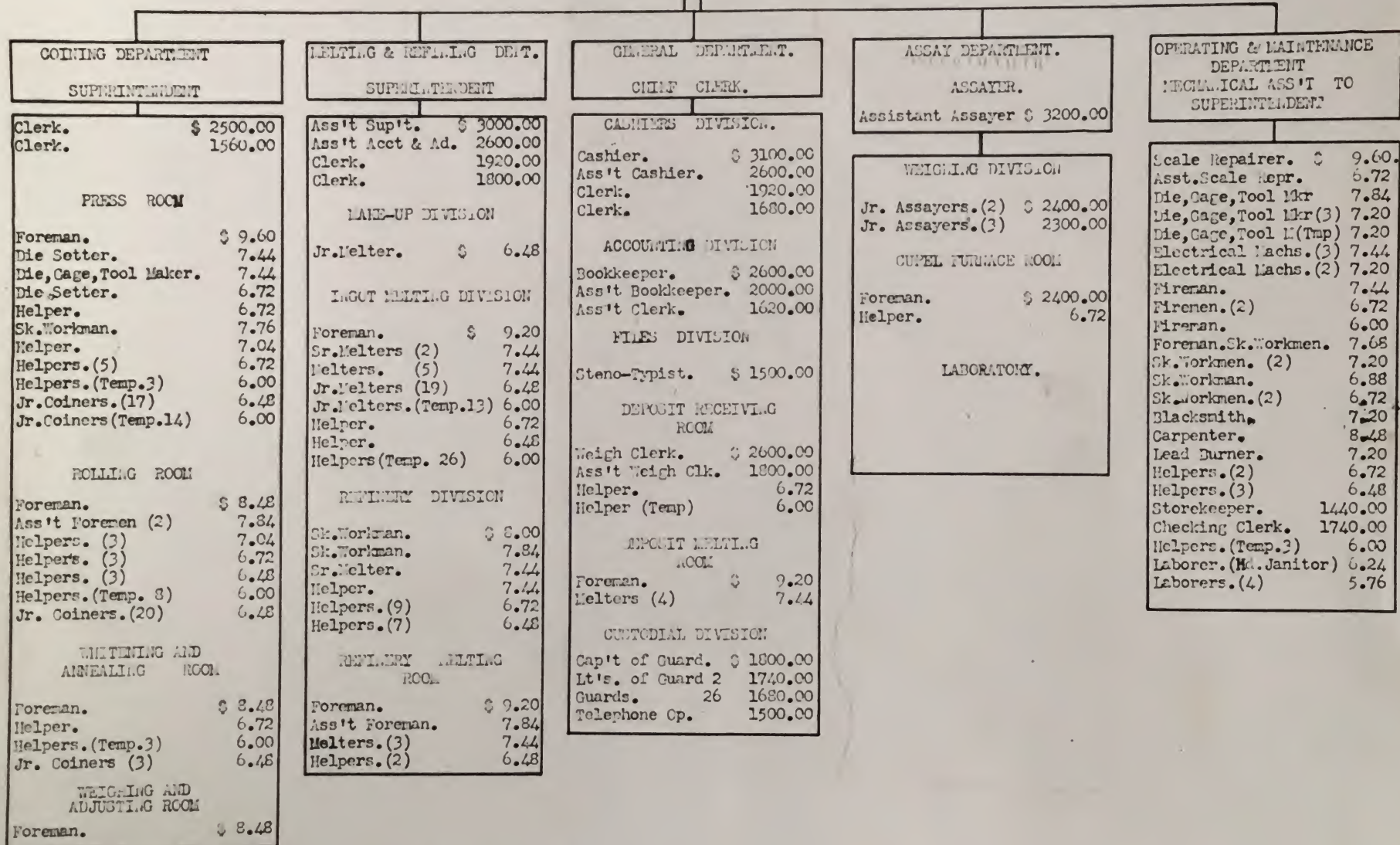
UNITED STATES MINT

DENVER COLORADO. APRIL 1940



SUPERINTENDANT  
Private Secretary. \$ 1860.00

CHIEF CLERK  
Assistant Chief Clerk. \$ 2600.00  
Clerk. 1680.00  
Clerk-Stenographer. 1620.00



ORGANIZATION CHART

UNITED STATES MINT

DENVER COLORADO, APRIL 15 1941

**SUPERINTENDENT**  
PRIVATE SECRETARY \$ 1860.00

**CHIEF CLERK**  
ASSISTANT CHIEF CLERK. \$ 2600.00  
CLERK. 1800.00  
CLERK-STENOGRAPHER 1620.00

**COINING DEPARTMENT.**  
SUPERINTENDENT.

**MELTING AND REFINING DEPARTMENT**  
SUPERINTENDENT.

**GENERAL DEPARTMENT.**  
CHIEF CLERK.

**ASSAY DEPARTMENT.**  
ASSAYER.  
ASSISTANT ASSAYER. \$ 3200.00

**OPERATING AND MAINTENANCE DEPARTMENT.**  
MECHANICAL ASSISTANT TO THE SUPERINTENDENT

CLERK. \$ 2600.00  
CLERK. 1620.00  
HELPER. 6.00

**FRESS ROOM**

FOREMAN. 9.60  
ASSISTANT FOREMAN. 8.00  
DIE SETTERS (2) 8.24  
DIE, GAGE & TOOL MAKERS (2) 8.00  
SKILLED WORKMAN. 7.76  
HELPERS. (7) 7.04  
HELPER. 6.72  
JUNIOR COINERS. (11) 6.48  
JUNIOR COINERS. (W.S.) (34) 6.00  
JUNIOR MELTERS. (W.S.) (3) 6.00  
HELPERS. (W.S.) (2) 6.00

**ROLLING ROOM.**

FOREMAN. 8.48  
ASSISTANT FOREMAN. (2) 7.84  
HELPERS. (2) 7.04  
JUNIOR COINERS. (2) 6.72  
HELPERS. (2) 6.72  
JUNIOR COINERS. (28) 6.48  
JUNIOR MELTER. 6.48  
JUNIOR COINERS. (W.S.) (30) 6.00  
JUNIOR MELTERS. (W.S.) (6) 6.00  
HELPERS. (W.S.) (6) 6.00

**WHITENING AND ANNEALING ROOM**

FOREMAN. 8.48  
HELPER. 7.04  
JUNIOR COINERS (6) 6.48  
JUNIOR COINERS. (W.S.) (4) 6.00  
JUNIOR MELTERS. (W.S.) (3) 6.00

**WEIGHING AND ADJUSTING ROOM**

FOREMAN. 8.48  
JUNIOR COINER. 6.48  
JUNIOR COINERS. (W.S.) (5) 6.00  
HELPERS. (W.S.) (2) 6.00

ASS'T. SUPERINTENDANT. \$3200.00  
ASS'T ACC'T & AUDITOR. 2600.00  
CLERK. 2000.00  
JUNIOR MELTER. 6.48

**MAKE-UP DIVISION**

JUNIOR MELTER. 6.48  
JUNIOR COINER. 6.00  
JUNIOR MELTER. 6.00

**INGOT MELTING DIVISION**

FOREMAN. 10.24  
ASSISTANT FOREMAN. 9.60  
MELTERS. (3) 8.00  
SENIOR MELTERS. (17) 7.44  
MELTER. 7.44  
JUNIOR MELTER. 6.72  
JUNIOR MELTERS. (19) 6.48  
JUNIOR COINER. 6.48  
JUNIOR MELTERS. (W.S.) (30) 6.00  
JUNIOR COINERS. (W.S.) (8) 6.00  
HELPERS. (W.S.) (2) 6.00

**REFINERY DIVISION**

FOREMAN. 10.24  
ASSISTANT FOREMAN. 9.60  
SENIOR MELTER. 8.00  
ELECTROLYTIC REFINER. 8.00  
HELPERS. (13) 6.72  
JUNIOR MELTERS. (W.S.) (3) 6.00

**REFINERY MELTING ROOM**

FOREMAN. 10.24  
ASSISTANT FOREMAN. 9.60  
MELTERS. (3) 8.00  
HELPERS. (2) 6.72  
JUNIOR MELTER. 6.00

**CASHIER'S DIVISION**

CASHIER. \$ 3200.00  
ASSISTANT CASHIER. 2700.00  
CLERK. 2000.00  
CLERK. 1800.00

**FILES DIVISION.**

STENOGRAPHER-TYPIST. 1560.00  
JUNIOR COINER. 6.48

**ACCOUNTING DIVISION**

BOOKKEEPER. 2700.00  
ASSISTANT BOOKKEEPER. 2100.00  
CLERKS. (2) 1800.00  
GUARD. 1740.00

**DEPOSIT RECEIVING ROOM**

DEPOSIT WEIGH CLERK. 2600.00  
ASS'T WEIGH CLERK. 2000.00  
MELTER. 7.44  
HELPER. 6.72

**DEPOSIT MELTING ROOM**

FOREMAN. 10.24  
MELTERS. (3) 7.44

**CUSTODIAL DIVISION**

CAPTAIN OF THE GUARD. 2000.00  
LIEUT'S OF THE GUARD. (3) 1860.00  
SGT'S OF THE GUARD. (2) 1800.00  
GUARDS (19) 1740.00  
GUARDS. (15) 1680.00  
JUNIOR MELTER. 6.48  
TELEPHONE OPERATOR. 1560.00

**NURSES.**

NURSES. (3) 1620.00

**WEIGHING DIVISION**

PRIN. ASSAYER'S ASST'S (2) 2500.00  
PRIN. ASSAYER'S ASST'S (2) 2400.00  
PRIN. ASSAYER'S ASST. 2300.00

**CUPEL FURNACE ROOM**

FOREMAN. 2500.00  
JUNIOR ASSAYERS. (2) 2000.00

CHECKING CLERK. \$ 1800.00  
STOREKEEPER. 1620.00  
FOREMAN. 8.48  
MECHANIC CARPENTER. 8.48  
SCALE REPAIRER. 9.60  
ASSISTANT FOREMAN. 8.32  
FOREMAN OF SK. WORKMEN. 8.00  
DIE, GAGE & TOOL MAKERS (4) 8.00  
ELECTRICAL MACHINISTS (5) 8.00  
LEAD BURNER & WELDER. 8.00  
FIREMAN. 7.76  
SKILLED WORKMEN. (4) 7.20  
FIREMAN. 7.20  
CARPENTER. 7.20  
PRECISION BAL. MECH. 7.20  
FIREMEN. (2) 6.72  
SKILLED WORKMAN. 6.72  
HELPERS. (2) 6.72  
ASS'T SCALE REPAIRER. 6.72  
HELPERS. (2) 6.48  
JUNIOR MELTER. 6.48  
JUNIOR COINER. 6.48  
LABORER. 6.24  
LABORER. (4) 5.76  
LABORER. 5.12  
JUNIOR COINERS. (9) 6.00  
JUNIOR MELTERS. (5) 6.00

ORGANIZATION CHART  
UNITED STATES MINT  
DENVER, COLORADO.  
MARCH 31, 1942  
  
( (W.S.) WAR SERVICE.)



April 11, 1945

Director of the Mint  
Washington, D. C.

My dear Madam Director:

Enclosed are four photostat copies of the Organization  
Chart of this Mint, as of March 31, 1945.

Very truly yours,

Moses E. Smith  
Superintendent

By

Acting Superintendent

Encl.



[illegible]

Associate Assistant & Auditor U. S. Census Bureau

DATE: 1. 2000

Richard L. Merrill 25 DEC 70

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JULY 1, 1947

MINING DEPARTMENT			
Perform all operations in the manufacture of gold from the milling of lumps to the delivery of gold to the customer.			
OFFICE			
Supervises operation; keeps records of metal and bullion as sent and passing through the various operations and does general clerical work of the department.			
No. of Positions	Title	Grade	
1	Supervising Assistant	CAF-3	
1	1st Asst. Superintendent	CAF-2	
1	Asst. Superintendent	CAF-3	
1	Auditor	CAF-4	
1	Clerk	CAF-5	
1	Weighter	1.00 1.10 1.20	
MILLS (MOUNTS) AND BULLION			
No. of Positions	Title	Grade	
1	Foreman	1.40 1.50 1.60	
1	Asst. Foreman	1.20 1.30 1.40	
10	Shoemaker	1.10 1.20 1.30	
7	Pressmen	1.00 1.10 1.20	
1	Shilling Foreman	1.00 1.10 1.20	
1	Weighter	1.00 1.10 1.20	
0	Math. Operator	.90 .90 1.00	
BULLION ROOM			
Bullion ingots received from B & D Dept. are rolled into sheets of varying thickness for the various units. Gold blanks are then cut and punched making medals.			
No. of Positions	Title	Grade	
1	Asst. Foreman	1.20 1.30 1.40	
1	Shoemaker	.90 .90 1.00	
10	Shoemaker	.90 .90 1.00	
0	Math. Operator	.90 .90 1.00	
0	Shoemaker	.90 .90 1.00	
ASSAYING ROOM			
Gold blanks are weighed in 100 grams, marked in solutions and then run through centrifugal dryer.			
No. of Positions	Title	Grade	
1	Asst. Foreman	1.20 1.30 1.40	
1	Shoemaker	1.10 1.20 1.30	
1	Shilling Foreman	1.00 1.10 1.20	
1	Pressman	1.00 1.10 1.20	
1	Math. Operator	.90 .90 1.00	
AUTOMATIC GOLD (ASSAYING ROOM)			
Tests over 1000 gold coins and medals; machines to make sure coins will be within limits of tolerance.			
No. of Positions	Title	Grade	
1	Foreman	1.20 1.30 1.40	
1	Shoemaker	1.10 1.20 1.30	
1	Pressman	1.00 1.10 1.20	
1	Math. Operator	.90 .90 1.00	
COUNTING ROOM			
Counts, checks and weighs gold and silver.			
No. of Positions	Title	Grade	
1	Asst. Foreman	1.20 1.30 1.40	
1	Shoemaker	1.10 1.20 1.30	
1	Pressman	1.00 1.10 1.20	
1	Math. Operator	.90 .90 1.00	
SERVICES AND OFFICE (COUNTING ROOM)			
Services and office (COUNTING ROOM).			
No. of Positions	Title	Grade	
1	Shilling Foreman	1.00 1.10 1.20	
1	Pressman	1.00 1.10 1.20	
1	Math. Operator	.90 .90 1.00	
1	Shoemaker	.90 .90 1.00	
BRIGHT ALL METAL (COUNTING ROOM)			
Brights all metal (COUNTING ROOM).			
No. of Positions	Title	Grade	
1	Shilling Foreman	1.00 1.10 1.20	
1	Pressman	1.00 1.10 1.20	
1	Math. Operator	.90 .90 1.00	
1	Shoemaker	.90 .90 1.00	

MILLING & REFINING DEPARTMENT			
Manufacture of refined gold and silver; mills unwashed metal refined into bullion deposits.			
OFFICE			
Supervises operation; keeps record of bullion and gold as sent and passing through various operations; calculates content of metals in deposits, mills bars and ingots. Performs general clerical work of department.			
No. of Positions	Title	Grade	
1	Supervising Assistant	CAF-3	
1	Asst. Superintendent	CAF-2	
1	Asst. Superintendent	CAF-3	
1	Auditor	CAF-4	
1	Clerk	CAF-5	
1	Weighter	1.00 1.10 1.20	
MILLS (MOUNTS) AND BULLION			
Assembles metals in proper proportions for ingots and medals. Refines chemicals, blanks, etc.; converts gold for melting, refines metals from refinery and deposits first deposit receiving room.			
No. of Positions	Title	Grade	
1	Foreman	1.40 1.50 1.60	
1	Asst. Foreman	1.20 1.30 1.40	
1	Shoemaker	1.10 1.20 1.30	
1	Pressman	1.00 1.10 1.20	
1	Shilling Foreman	1.00 1.10 1.20	
1	Weighter	1.00 1.10 1.20	
1	Math. Operator	.90 .90 1.00	
BULLION ROOM			
Bullion ingots received from B & D Dept. are rolled into sheets of varying thickness for the various units. Gold blanks are then cut and punched making medals.			
No. of Positions	Title	Grade	
1	Asst. Foreman	1.20 1.30 1.40	
1	Shoemaker	.90 .90 1.00	
10	Shoemaker	.90 .90 1.00	
0	Math. Operator	.90 .90 1.00	
ASSAYING ROOM			
Gold blanks are weighed in 100 grams, marked in solutions and then run through centrifugal dryer.			
No. of Positions	Title	Grade	
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1	Pressman	1.00 1.10 1.20	
1	Math. Operator	.90 .90 1.00	
AUTOMATIC GOLD (ASSAYING ROOM)			
Tests over 1000 gold coins and medals; machines to make sure coins will be within limits of tolerance.			
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No. of Positions	Title	Grade	
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1	Pressman	1.00 1.10 1.20	
1	Math. Operator	.90 .90 1.00	
1	Shoemaker	.90 .90 1.00	

GENERAL DEPARTMENT			
General supervision over activities of all departments; receives reports from all departments and the Treasury; serves official control of all values and general supervision of personnel. Approves all reports, licenses and recommendations.			
No. of Positions	Title	Grade	
1	Superintendent	CAF-3	
1	Secretary (General)	CAF-5	
DEPT. CLERK'S OFFICE			
Supervises activities of General Department and acts for the Superintendent in his absence. Performs supplies and materials; interviews and gives instructions for personnel.			
No. of Positions	Title	Grade	
1	Asst. Chief Clerk	CAF-3	
1	Asst. Chief Clerk	CAF-3	
1	Personal Assistant	CAF-4	
1	Clerical Assistant	CAF-4	
1	Clerical Assistant	CAF-5	

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No. of Positions	Title	Grade	
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1	Clerical Assistant	CAF-4	
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1	Clerical Assistant	CAF-4	
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1	Clerical Assistant	CAF-4	
1	Clerical Assistant	CAF-5	
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1	Clerical Assistant	CAF-4	
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1	Asst. Chief Clerk	CAF-3	
1	Personal Assistant	CAF-4	
1	Clerical Assistant	CAF-4	
1	Clerical Assistant	CAF-5	
GENERAL DEPARTMENT			
General supervision over activities of all departments; receives reports from all departments and the Treasury; serves official control of all values and general supervision of personnel. Approves all reports, licenses and recommendations.			
No. of Positions	Title	Grade	
1	Superintendent	CAF-3	
1	Secretary (General)	CAF-5	
DEPT. CLERK'S OFFICE			
Supervises activities of General Department and acts for the Superintendent in his absence. Performs supplies and materials; interviews and gives instructions for personnel.			
No. of Positions	Title	Grade	
1	Asst. Chief Clerk	CAF-3	
1	Asst. Chief Clerk	CAF-3	
1	Personal Assistant	CAF-4	
1	Clerical Assistant	CAF-4	
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